

Local Government Grant Update

State Grants Management Section Office of Community Development



State of Louisiana
Office of Community Development

State Grants
Management Section

Making Grant Writing Effective and Efficient By Preparation



What are some ways to make grant writing more effective and efficient? You are likely to find preliminary grant writing steps to be the most time consuming, yet most vital aspect of the process. If done well, your preparatory work will simplify the writing stage.

The first stage is to define and **clarify the purpose of your project.**

Within this first stage, you are going to need a well written mission statement describing exactly what your goal is if awarded the grant. Next, you are going to need to **define the scope of work** on which you are going to focus your funding search. Important aspects of grant writing are determining broad project goals and identifying the specific objectives that define how you will focus the work to accom-

plish those goals. In the first stages of grant writing, make sure you know who will benefit from the funds. It does not necessarily have to be a direct beneficiary; you can include other institutions. To keep from being unorganized make sure you have a **timeline** that includes the planning phase, the period of searching for funds, proposal writing, and the intended project start date. Periodically update the timeline as you learn more about submission deadlines, award timetables, etc.

The next step in grant writing is to identify the right **funding sources.** This is a very important step to writing a grant. You do not want to waste your time with a funding source if you are not going to qualify. Look for a match between your project and the grants you seek by

looking for consistency between the purpose and goals of your project and the funder. In addition, pinpoint specific funding priorities and preferences. The State Grants Management Section will be glad to assist you with research of different funding opportunities for a particular topic of interest. After finding a funding source, make sure you have all the guidelines.

The next crucial step is to **contact the funders.** The funder is going to operate as a resource. You are going to need to inquire about how proposals are reviewed and how decisions are made. Also, request information about budgetary requirements and preferences. Are matching funds required? Is in-kind acceptable as a portion of the applicants' share? What may be counted as in-kind, and

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Save the Dates

Regional Conferences

- August 15-16, Pineville
- September 15-16, Houma
- October 6-7, New Orleans
- Call 225-342-7412 to register for the conferences.

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Grants for Local Governments with Upcoming Deadlines



Consultation

grants help museums and libraries develop a new public humanities project or chart a new

interpretive direction of an existing program. They support the costs of conferring with a team of advisors to help identify key humanities themes and questions during the early stages of a project's development. Programs for museums and libraries are administered separately so make sure you are inquiring about the correct program. The deadline for this program is **September 16, 2005**. The contact for these programs is Peter Scott, Public Affairs Specialist, Phone 202-606-8446, Fax 202-606-8240, Email pscott@neh.gov.



NATIONAL
ENDOWMENT
FOR THE ARTS

By supporting the state arts agencies (SAAs) and regional arts organizations (RAOs) through **Partnership Agreements**, the National Endowment for the Arts

makes the arts available in more communities than it could through direct grants. These agencies work towards advancing awareness of the arts and arts education among the young and old. The deadline for this program is **October 7, 2005**. Contact 202-682-5429 or log onto www.arts.gov/grants/apply/Partnership/index.html.



The US Department of Transportation, **National Highway Traffic Safety Administration**

(**NHTSA**) wishes to accelerate the introduction and commercialization of integrated vehicle-based safety systems for light vehicles and heavy trucks. These systems will assist drivers and reduce the number and severity of injuries resulting from rear-end, road departure, and lane-change crashes.

The estimated amount of the grant is \$25 million. The application due date is **July 18, 2005**. Eligible applicants include the following: public and State controlled institutions of higher education, nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education private institutions of higher education, and for profit organizations other than small businesses. If you have any further questions, please contact Pete Schulz at 202-366-9561 or Email pete.shultz@nhtsa.dot.gov



The United States Department of Education is offering the **Presidential Academies for American History**

and Civics Education. The purpose of this grant is to support the establishment of Presidential Academies for the Teaching of American History and Civics that offer workshops for both veteran and new teachers of American history and civics to strengthen their knowledge and preparation for teaching these subjects (Presidential Academies). The due date is **August 5, 2005**. The award ceiling is \$600,000. For more information, please contact Neil Danberg, United States Department of Education, at (202) 205-3385.



The Environmental Protection Agency announces the availability of funds for **Local-Scale Air**

Toxics Ambient Monitoring and solicits applications for projects designed to assist state and local communities in identifying and profiling air toxics sources and measuring, classifying and tracking toxics. The deadline for this program is **August 22nd, 2005** for more information contact Micheal Jones at phone number (919) 541-0528.



The Department of Health and Human Services is offering the **Clinical Research on Osseo**

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Integrated Dental Implants

Grant. The purpose of this grant is to encourage observational clinical research and clinical trials on osseointegrated dental implants regarding: 1) outcomes when using various surgical and prosthetic protocols, 2) assessment of the effects of systemic diseases on success rate, 3) quality of life and patient preferences for dental implants compared to other prosthetic methods for restoring the dentition, and 4) needs in children who have congenitally missing teeth or suffer from developmental disabilities. The due date is **January 23, 2006**. Contact our office for more information on this grant.



The Department of Transportation is offering the **Pedestrian Safety Programs for Older Adults**. The application is due on **July 26, 2005**. The award ceiling is \$400,000. There are four grants available. The objective of this cooperative agreement will be to provide support for the implementation of senior pedestrian safety programs. Up to four cooperative agreements addressing pedestrian safety will be awarded. Length of performance will vary depending on the scope of the proposed effort. However, projects will be considered for a minimum of 18 months and a

maximum of 36 months. Please contact Pete Schulz at 202-366-9561 or email at pete.shultz@nhtsa.dot.gov.



The Department of Commerce is offering the **Marine Fisheries Initiative (MARFIN)**. The application is due 5 p.m. Eastern Daylight Time on **August 15, 2005**. Applications received after that time will not be considered for funding. The MARFIN program provides financial assistance for research and development projects that optimize the use of fisheries in the Gulf of Mexico and off the South Atlantic states of North Carolina, South Carolina, Georgia, and Florida involving the U.S. fishing industry (recreational and commercial), including fishery biology, resource assessment, socioeconomic assessment, management and conservation, selected harvesting methods, and fish handling and processing. Please contact Steve Drescher at 301-713-0942 x122, Fax 301-713-0947, or email Steve.J.Drescher@noaa.gov.



The Department of Commerce is offering the **Community-based Marine Debris**

Prevention and Removal Project Grants. The application is due no later than 11:59 PM EST on **October 12, 2005**. The estimated total program funding is \$2,000,000. The NOAA Marine Debris Program (MDP) provides funding to catalyze the implementation of locally driven, community-based marine debris prevention and removal projects that will benefit coastal habitat, waterways, and NOAA trust resources including anadromous fish. Projects funded through the MDP have strong on-the-ground habitat components involving the removal of marine debris and derelict fishing gear that will provide educational and social benefit for people and their communities in addition to long-term ecological habitat improvements for NOAA trust resources. Please contact Pete Schulz at 202-366-9561 or email at pete.shultz@noaa.gov.



Each year, through its **Do Something Brick Awards**, Do Something, a national not-for-profit organization that inspires young people to believe that change is possible, honors six outstanding leaders age 18 and under and three outstanding leaders between the ages of 19 and 25 who use their talents to take action that measurably strengthens their communities in the areas of community building, health, or the

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environment. Each of the 18 and under winners is awarded a \$5,000 higher education scholarship and a \$5,000 community grant, to be directed by the award winner to the not-for-profit organization of his or her choice. Winners in the 19 to 25 category each receive a \$10,000 community grant. Do Something will only accept online applications for the program, and will not accept nomination applications (applicants must apply on their own behalves).



The Workforce Investment Act - Limited English Proficiency and Hispanic Worker Initiative

will support projects to test innovative training strategies for services to Hispanic Americans and/or individuals with limited English proficiency -- especially those who lack basic and occupational skills needed by high-growth occupations.

Successful applicants will design a program that provides both language and occupational skills training with the goal of quickly and effectively connecting the individual to the workplace, or upgrade the language skills, and earnings, of workers who are already employed. Projects and workforce investment system and employees.

Activities must involve strategic partnerships between the education and training community, the public workforce investment system and employees.

A total of seven to ten grants will be awarded with individual award amounts between \$500,000 and \$1 million. Applications are due **August 15, 2005**. Please contact the State Grants Management Section at 225-342-7412 for more information regarding this initiative.



The Office of Community Services in the Administration for Children and Families is accepting

applications for FY 2005 **Assets for Independence Program (AFI)**. AFI provides five-year grants of up to \$1 million to non-profit organizations and local or State government working with nonprofit organizations and financial institutions. Grantees use funds to provide financial literacy and other supportive services to low income individuals and to assist participants with saving earned income in Individual Development Accounts. Applications are due by **November 1, 2005**. Call the AFI Resource Center at 202-401-4626 to request an application kit or visit www.acf.hhs.gov/assetbuilding.



The National Institute of Health within the Department of Health and Human Services announces the **Un-**

derage Drinking: Building Health System Responses funding program. This is Phase I of a two-part Request for Funding Assistance and solicits applications for cooperative agreements to enable rural and small urban health care systems to become platforms for research on underage drinking. The agency seeks systems to assess the extent of underage drinking in the areas they serve and, in Phase II, to develop interventions designed to address underage alcohol consumption. Three to five awards capped at \$400,000 will be awarded to government, for-profit, or non-profit organizations. Deadline for this program is **December 19, 2005**. More information is on the Web at <http://grants.nih.gov/grants/guide/rfa-files/RFA-AA-06-003.html>.



Don't Forget to Check Out Louisiana Assistance Resource Center Prospect Research on the Web.
www.larconline.com

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how might it be applied? Learn about payment processes, including cash flow. Knowing these requirements will benefit you in the long run.

When you receive the guidelines for the proposal make sure you read and re-read them to get all the information that you need to write the proposal correctly. Knowing the submission deadline for the grant is a must. You need to plan to submit your proposal on or, preferably, before the deadline. Also, ask the funder's policies on late submissions, exceptions, and

is extremely important along with knowing about other policies of the funder to make sure you do not waste your time writing the proposal when you have not met the deadline or application requirements that are mandatory.

Grant writing can be a very intimidating and tedious process. Following these tips can increase your chances of being awarded your grant. Our office is always willing to help research and help you in writing your grant proposal.

SAVE THE DATE

Regional Conferences

The State Grants Management Section has announced all the dates for its eight regional grant seminars. As mentioned in the cover story of this newsletter, the conferences' goal is to increase the prospect research and grant writing capabilities of Louisiana's local governments, state agencies and non-profit organizations. If you would like more information OR you would like to register for this **FREE** event, please call 225-342-7412 for more information.

Visit our new website!

www.doa.state.la.us/cdbg/SGMShome.htm



FAX OR MAIL FORM

Need Some Research Assistance?

Information Request Form

Contact Name: _____

Organization: _____

Phone Number: _____

Mailing Address: _____

E-Mail Address: _____

Fax Number: _____

Type of Agency (Check one): Government _____

Individual _____

Non-Profit _____

If you would like research assistance regarding funding for a specific project, please give a brief description of your project below:

Mail request to: Office of Community Development, P.O. Box 94095, Baton Rouge, LA 70804 or Fax it to us at (225) 219-0373.

**State Grants Management Section
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State Grants Management Section
Office of Community Development
Division of Administration
Claiborne Bldg., Suite 1-180

Phone: (225) 342-7412
Fax: (225) 219-0373



The State Grants Management Section was established within the Office of Community Development as a new initiative of Governor Blanco. The State Grants Management Section seeks to increase the awareness of the availability of federal and private funds, reduce the duplication of effort among state agencies, and to build capacity throughout Louisiana regarding grant research and grant writing. The State Grants Management Section staff is available to conduct grant research and provide assistance with grant writing to state agencies, local governments and nonprofits. The staff will work closely with state agency officials to identify funding opportunities regarding agency priorities. Also, the State Grants Management Section will collect data regarding federal funding awarded in Louisiana.

**We Can Help! Let us help you find federal and Private Funding
SGMS: Prospect Research and Grant Writing Services!**



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P.O. Box 94095
Baton Rouge, LA 70804